

# OCFO BULLETIN



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Published by the Office of the Chief Financial Officer

FEBRUARY 15, 2000 - FY00 No. 05

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## **FINANCIAL SYSTEMS PROJECTS**

- ▶ **ENHANCED ACH REMITTANCE INFORMATION** - An enhancement was recently made to the Accounts Payable (A/P) Subsystem in DOLAR\$ to allow an additional 19 characters to be sent with the remittance information that is sent to the financial institutions, and subsequently, included in the information provided to the vendor who is receiving the payment. This information can be filled out as the first 19 characters in the "Payment Information" field, which is found on both the P1 and P3 screens in A/P. Please understand that the need to identify unique invoice numbers still remains with the original 10 characters in the "Invoice Number" field on the P1 screen.

Any questions about this enhancement should be directed to Joe Fox on 202-219-8341 x189.

- ▶ **ACCOUNTS PAYABLE SUBSYSTEM ENHANCEMENT** - Effective February 22, 2000, the current Accounts Payable Subsystem will be enhanced to include an accrual transaction each and every time an invoice is approved for payment. For example, if the invoice is entered with a transaction code of 3027, when the invoice is verified on P6, A/P will generate an accrual transaction of 2021 that evening and post the transaction to core. If the invoice is entered with an obligate and pay transaction code of 3029, A/P will generate a transaction code of 2017 that will record the obligation and accrual to properly record the receipt of the goods and/or services. This enhancement will go a long way in properly recording the receipt of goods and services based on the entry of a receiving report date in A/P. This enhancement will be especially useful at fiscal year end and will eliminate the need to manually shift those obligations to accrued. Based on these enhancements, the only payment transaction codes that will now post from A/P will be 3024 for partial payments and 3026 for final payments.

The accounting date on the accrual transactions will be the date entered on the P3 screen in the "Receiving Report Date" field. It makes the proper entry in this field crucial to properly record the receipt, especially at year end. Proper security will be given to A/P users to record those receipts for September, in October while the data base remains open for dual-year processing.

Finance offices need to be aware of a couple of things in this new process:

1. If, by chance, a transaction suspends, the responsibility will be on the originating finance office to correct the accrual item before the payment will be allowed to post; and
2. If an invoice is approved for payment and then subsequently is amended by a user after the accrual is processed (at least the next day), the system will not reverse the original accrual. The responsibility will be with the office that generated the change.

Again, if you have any questions about this enhancement, please contact Joe Fox on 202-219-8341 x189.

- ▶ **RENT AUTOMATION** - The OCFO has completed preliminary testing of the automated system for posting the monthly GSA rent bill. Automating this process eliminates the need for OCFO staff to manually post over 900 line entries each month. Servicing Finance Offices provided the raw data that was used to build the rent allocation tables. We anticipate full implementation of the automated system for the April processing of the March bill.

## **FINANCIAL REPORTING**

- ▶ **CONSOLIDATED FINANCIAL STATEMENTS** - On Friday, February 11, 2000 we submitted our final FY 1999 Consolidated Financial Statement to the OIG, culminating one of the most complex compilation processes we have encountered since we began compiling financial statements. One item which aided us this year was OMB's removal of the requirement that we produce stand-alone financial statements for the Unemployment Trust Fund.

While the financial statements have been completed, responses to the draft OIG findings and recommendations were provided on Friday, February 18, 2000. In addition to the new findings this year, the report reflects few prior year findings were closed. We need to make a concentrated effort in bringing to closure those prior year recommendations with which we are in agreement, and we must work together with the OIG to bring to closure those with which we disagree.

With regard to next years audit, in April we will begin meeting with the OIG on problems encountered during this year's audit. These meeting will focus on the documentation, interviews, and agency assistance the auditors will require for the FY 2000 audit. We will also address better coordination during the audit and on more realistic timing in the issuance of Statements of Fact and the corresponding response by the agency. We hope that these meeting will resolve all process issues prior to the commencement of the audit, thereby reducing the time we currently spend on process issues. This should help us reduce the amount of time auditors spend in the agencies.

- ▶ **FACTS II** - On February 1, 2000, we successfully transmitted the Department's general ledger to Treasury via FACTS I. The only discrepancies identified by Treasury were the result of improper adjustments made on their part. On February 11, 2000, we successfully transmitted FACTS II data for 33 appropriations to Treasury. Again, the only items which errored out were due to changes in attributes and for which Treasury failed to inform agencies. Our next FACTS II transmission will be for all the Department's appropriations.

The migration to DOLAR\$ for the changes necessary to enable us to report all our appropriations to Treasury via FACTS II will take place the weekend of February 25 to February 27, 2000. This migration will necessitate keeping DOLAR\$ down on Friday, February 25.

## **COMPENSATION AND BENEFITS**

- ▶ **W-2 TAX STATEMENTS** - W-2 information was mailed to DOL employees on January 21, 2000.

## **RETIREMENT**

Bob Jackson and Charlie Culpepper retired as of December 31, 1999, to launch new careers of fun and relaxation, no meetings, and no alarm clocks. We thank them for their invaluable services at the Dept. of Labor. They will be greatly missed by all.

## **ATA UPDATE**

Kansas City started the regional implementation in PP03 with 38 employees. Training sessions are continuing.

As of pay period 04, 2000, there were 6,736 ATA users nationwide.

<b>ATA Users</b>			
<b>Agency</b>	<b>National Office Users</b>	<b>Regional Location Users</b>	<b>Total</b>
BLS	131	25	156
ESA	691 (Includes Dist. 25)	1142	1833
ETA	194	121	315
ILAB	85	N/A	85
MSHA	366	194	560
OASAM	504	319	823
OIG	155	0	155
OSEC	462	33	495
OSHA	400	512	912
SOL	349	285	634

PWBA	227	471	698
VETS	42	28	70

### ATA Version 3.0

Staff are completing a new version of the ATA system, referred to as ATA V3.0. We are working toward implementation of ATA V3.0 in early March. Below are some of the features and enhancements included in the new version.

**Continuation of Pay (COP) under the Federal Employees Compensation Act (FECA):** ATA V3.0 will permit hours of work and/or hours of annual or sick leave to be entered for the same day in which any number of non-work hours are entered and identified as COP in the Non-Work Hours column. Each day for which any number of hours are identified as COP is counted as one COP day toward the 45-day limitation. The total number of COP days and COP hours are posted automatically on the employee's SC&E line item.

**Core Days for the Maxi-flex Schedule:** Offices on Maxi-flex will be able to select the days for which core hours apply. The ATA will edit for core hour coverage on the selected core days only.

**Compensatory Time for Religious Observance:** ATA V3.0 will permit entry of compensatory overtime work for religious observance in the Premium Hours column. A new code, "R - Religious Compensatory," has been added to the premium pay category codes. Time worked for the purpose of religious observance will be entered in the Premium Hours column and coded with an "R." The ATA will accumulate the compensatory overtime worked in the "Religious Comp Hours" "Earned" field on the employee's Leave tab. This accumulated balance will be used by the ATA to reduce religious compensatory time used. Credit hours earned will not be used to reduce a religious compensatory time used balance.

**Recording Premium Hours:** Entry of multiple categories of premium hours will be allowed for the same time frames, that is, Second Shift Differential and Overtime can be claimed for the same hours of work.

**New First 40-Hour Tour Designation:** The first 40-hour tour of duty has been added to the Employment Basis field on the ATA MER Basic Tab. For these employees, the ATA will only check for 40 total hours per week.

**Edits for Duplicate Times:** For people who use a pre-established schedule, the ATA will automatically delete hours of work when Non-Work hours are claimed for the same time period and provide the user with a message.

**New Cost Center Manager (CM) Permission:** This is a new Permission which grants the Agency Manager functionality over specified cost centers. The CM Permissions may be granted by Systems Managers and Agency Managers.

**New SC&E Data Entry Capability for Servicing Payroll Offices (SPOs):** SPOs will have a new ATA Module which will permit them to enter SC&E information directly into an SC&E formatted screen for transmission to the Interactive Payroll System. This module will be used only for those offices not using the ATA.

## **REGIONAL TRANSIT SUBSIDY**

Regional Transit Subsidy payments will be processed at 2pm on March 16, 2000. Reimbursements should be in employee bank accounts no later than March 21, 2000.

**DOLAR\$ AVAILABILITY SCHEDULE****February 15, 2000 through March 20, 2000**

Following are the dates and hours that DOLAR\$ will be available from February 15, 2000 through March 20, 2000. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6922, ext. 153.

**February 2000**

Tue., Feb. 15	-	Fri., Feb. 18	8:00 a.m. to 8:00 p.m.
Sat., Feb. 19	-	Sun., Feb. 20	System Closed
Mon., Feb. 21	-	Mon., Feb. 21	System Closed (holiday)
Tue., Feb. 22	-	Thur., Feb. 24	8:00 a.m. to 8:00 p.m.
Fri., Feb. 25	-	Fri., Feb. 25	System Closed
Sat., Feb. 26	-	Sun., Feb. 27	System Closed
Mon., Feb. 28	-	Tue., Feb. 29	8:00 a.m. to 8:00 p.m.

**March 2000**

Wed., March 1	-	Fri., March 3	8:00 a.m. to 8:00 p.m.
Sat., March 4	-	Sun., March 5	System Closed
Mon., March 6	-	Fri., March 10	8:00 a.m. to 8:00 p.m.
Sat., March 11	-	Sun., March 12	System Closed
Mon., March 13	-	Fri., March 17	8:00 a.m. to 8:00 p.m.
Sat., March 18	-	Sun., March 19	System Closed
Mon., March 20	-	Mon., March 20	8:00 a.m. to 8:00 p.m.